



## Deputy Attorney General 3

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Department(s): Department of Justice  
Opening Date: 4/15/2010 11:00 AM  
Final Filing Date: Continuous  
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### INTRODUCTION

It is our duty to serve our state and work honorably every day to fulfill California's promise. The Attorney General and our Department's employees provide leadership, information and education in partnership with state and local governments and the people of California to:

- Enforce and apply all our laws fairly and impartially.
- Ensure justice, safety, and liberty for everyone.
- Encourage economic prosperity, equal opportunity and tolerance.
- Safeguard California's human, natural, and financial resources for this and future generations.

### EEO

An equal opportunity employer to all regardless of age, ancestry, color, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

### DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

## FILING INSTRUCTIONS

**Final Filing Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact:

California Department of Human Resources  
Examination and Selection Services Section  
1-866-844-8671  
California Relay Service (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

## SALARY INFORMATION

Monthly ranged salary: \$7,836.00 - \$10,054.00

## ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by the Department of Justice. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

## MINIMUM QUALIFICATIONS

All classes require active membership in The California State Bar. (Applicants who are not members of The California State Bar but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.) **and**

Six years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law.\* (Applicants will be admitted to the examination upon completion of five and one-half years of legal experience, but must complete six years of such experience before they will be eligible for appointment.)

\* Experience in the "practice of law" or "performing legal duties" is defined as (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California's state courts, or any other state's courts, to constitute experience in the practice of law. For an individual's judicial clerkship to qualify as experience in the "practice of law" or "performing legal duties", the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

## POSITION DESCRIPTION

Incumbents in this class are well-experienced attorneys who have developed the expertise necessary to capably perform the most complex and sensitive work of the Office of the Attorney General on an independent basis. A Deputy Attorney General III represents and acts as counsel for large State departments, for a group of boards and commissions whose legal work is difficult, and advises district attorneys, county counsels, grand juries, and other public agencies staffed principally by attorneys. Persons in this class are assigned litigation of great difficulty and handle cases that are likely to be appealed to the highest courts. They may act as a lead person over the work of other attorneys.

Positions exist in various locations throughout the State.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

## KNOWLEDGE AND ABILITIES

### Knowledge of:

- Legal principles and their application
- Professional and ethical rules as they relate to the practice of law and particularly the role of public attorneys, to ensure the rules are strictly followed by oneself as well as other attorneys. Examples include Federal/State statutes, rules (e.g., Rules of Professional Conduct), and case law defining the scope of the attorney-client privilege, and local rules establishing standards of conduct and sanctions for misconduct by attorneys
- Available research sources, both printed and electronic, to complete legal research, including what type of material they contain, where they are located, and their breadth, depth, and relative strengths and weaknesses. Examples include primary and secondary legal texts, and electronic databases
- Scope and character of California statutory law and provisions of the California Constitution
- Principles and practices for properly conducting legal research, such as ensuring law is current and checking for recent amendments to statutes
- Principles of administrative and constitutional law, rules of evidence, and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies
- Duties and powers of the Attorney General of California
- English language practices for properly conducting legal research, such as ensuring law is current and checking for recent amendments to statutes
- Principles of administrative and constitutional law, rules of evidence, and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies
- The English language to effectively produce a variety of written work products. Includes knowledge of grammar, spelling, punctuation, sentence, and paragraph structure, organization, and appropriate vocabulary.

### Ability to:

- Prepare, present, and handle legal cases
- Perform research; analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts
- Present statements of facts, law, and argument clearly and logically in written and oral form
- Analyze and draft proposed legislative measures

- Handle difficult legal correspondence
- Direct the work of clerical and professional assistants
- Edit written documents written by oneself, as well as those produced by others, for accuracy and effectiveness
- Analyze situations accurately and adopt an effective course of action
- Reason logically
- Work cooperatively with a variety of individuals and organizations
- Exercise good judgment.

## SCOPE OF EXAMINATION

### SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Evaluation process will be on measuring the following competencies:

1. Reading and Analyzing Written Information
2. Research and Investigation
3. Written Communication
4. Oral Communication
5. Case Management
6. Judgment and Decision Making
7. Interpersonal Skills

## VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## DISTINGUISHING CHARACTERISTICS

### SPECIAL PERSONAL CHARACTERISTICS

#### ALL LEVELS:

Honesty, integrity, reliability, fair, and conscientious.

## CONTACT INFORMATION

Department of Justice  
 Testing and Selection Office  
 P.O. Box 944255  
 1300 I Street  
 Sacramento, CA 94244-2550  
 (916) 324-5039

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

## GENERAL INFORMATION

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification](#).

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not

granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Bulletin revision date: 12/2/2014

## **TAKING THE EXAM**

**When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.**

**[Click here to go to the Training and Experience Evaluation.](#)**